

**NAUGATUCK VALLEY COMMUNITY COLLEGE
DIVERSITY RECRUITMENT, ADVISING & RETENTION SPECIALIST
COMMUNITY COLLEGE PROFESSIONAL 16
12 MONTH, TENURE TRACK POSITION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Waterbury, Danbury or any other assigned location

Minimum Salary: \$53,774, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: September 21, 2015

Minimum Qualifications: Bachelor's degree in an appropriate field together with from one to four years of related experience. Bilingual English/Spanish preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Responsibilities: Under the supervision of the Dean of Student Services, the Diversity Recruitment, Advising and Retention Specialist is responsible for recruiting, advising and providing the assistance needed by the students to assist them in attaining academic achievement commensurate with their capabilities through effective performance in the essential functions of advising and academic support; student retention advising program development; outreach and student recruitment; multicultural affairs coordination and coordination of the Women's Center. Additionally, the staff person is responsible for the design and implementation of multifaceted support services for diverse students intended to enhance the students' experience and support retention efforts; develop collaborative relationships across campus and in the community, to foster an environment supportive of inclusive excellence.

Application Instructions: Complete position announcement and application instructions are available on the NVCC web site at: <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/ArtMID/5049/ArticleID/2071/CategoryID/407/Diversity-Recruitment-Advising-and-Retention-Specialist>

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.